



STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

JOB OPPORTUNITY BULLETIN: HEALTH RECORD TECHNICIAN II (SPECIALIST)

SALARY RANGE:	Range T: \$3,684 - \$4,147 per month* <small>*The Starting Salary applies to those first entering State Service. The maximum salary is typically for State Employees who meet the necessary criteria for Annual Merit Salary Adjustments in increments of 5% until the maximum salary is attained.</small>
TENURE/TIME BASE:	Permanent/Full-Time
PROGRAM/DEPARTMENT:	Clinical Records
FINAL FILING DATE:	Until Filled

DESCRIPTION OF DUTIES:

Sonoma Developmental Center (SDC) currently has a permanent, full time vacancy in the Clinical Records Department for a Health Records Technician II. Under the general direction of the Health Record Technician III, the Health Record Technician II is responsible for processing clinical records upon the death of a client; acts in the lead position on day-to-day issues associated with the Document Management System (WebXTender) including training of the department and facility staff; maintaining security including assigning and resetting user passwords; boxing prepared folders of purged documents, coordinating box pick-up; maintaining tracking of records; requesting acquisition of boxed documents prior to importation; training staff on document scanning and retrieval; maintaining document listings and scanning indexes; processing death records; performing all functions of the Death desk including scanning documents for the Office of Protective Services Department; record closure including audit and general clean-up of the records; process requests for Death Certificates and Disposition of Remains, tracking status of autopsies following up as needed; serving as the Clinical Record Department; timekeeping for the Clinical Record Department; preparing STD-672s; maintaining the Clinical Record Department Procedure Manual, notifying responsible staff of procedures scheduled for review, typing all revisions, and maintaining the Manual on the department's group drive; other tasks as assigned by the Health Record Technician III and as indicated on the employee's official signed duty statement.

WHO MAY APPLY:

Candidates must possess Civil Service Eligibility to apply. Eligibility consists of: Being a current or former California State Civil Service employment (lateral transfer or reinstatement) or list eligibility. Per California State Personnel Board Rule 250, all applicants must meet the Minimum Qualifications as outlined in the Job Specification. The Job Description and related information may be located by visiting: www.calhr.ca.gov Applicants must specify the type of civil service eligibility they possess on the application. Applications may be obtained from the Human Resources Office at Sonoma Developmental Center or downloaded from this site. Appointments may be subject to State Restriction of Appointment (SROA), Departmental Restriction of Appointment (DROA), Re-employment List procedures, a pre-employment physical, drug screen and fingerprint clearance. Applications will be reviewed and only the most qualified candidates will be scheduled for interviews. (Faxed applications and resumes sent without being accompanied by official STD. 678 will not be accepted).

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD-678) TO THE FOLLOWING ADDRESS:

Sonoma Developmental Center
Human Resources Personnel Examination Unit – (Administration Building) Room #124
P.O. Box 1493
15000 Arnold Drive
Eldridge, CA 95431

(707) 938-6474 Contact Keri Edmiston for questions specific to duties of the position. Civil Service Eligibility will be determined by the analysts in the Human Resources Examination Unit.

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

BRD: 8/28/15; FFD: Until Filled; Non-Deep Class 1872 R04